



DEPARTMENT OF THE ARMY
UNITED STATES ARMY WAR COLLEGE AND CARLISLE BARRACKS
CARLISLE, PENNSYLVANIA 17013-5237

January 24, 2003

REPLY TO
ATTENTION OF

AWCC-AA

Dear 2004 Senior Service College Fellow:

Congratulations on your selection as a Senior Service College Fellow. The U.S. Army Senior Service College Fellowship Program (SSCFP) is a Military Education Level-1 (MEL-1) producing program. A total of 49 Army officers were selected for a senior fellowship education in Academic Year 2004 and assignment to the U.S. Army War College (USAWC).

The USAWC and Carlisle Barracks are gearing up for your arrival, orientation, and in-processing. The USAWC Fellowship Program Office, under my direction, is your primary point of contact; however, the Human Resources Directorate (HRD) will provide military personnel records and administrative support.

New SSC Fellows attend a mandatory Fellowship Orientation Program. Orientation is a week long and conducted in two parts. Although spouses may attend both parts, there are no informative briefings or activities designed for them and no reimbursable possibilities for their travel and lodging.

This year, orientation will be conducted from 26 July to 1 August 2003. The first five days are conducted at Carlisle Barracks (26 through 30 July) and the last 2 days in Washington, DC at the Pentagon (31 July & 1 August).

Please plan to **arrive in Carlisle NLT Saturday, 26 July**. An earlier arrival must be approved by me. If traveling by air, you will arrive at the Harrisburg International Airport, approximately 40 minutes from Carlisle Barracks (I-76/PA Turnpike). Limousine and taxi services are available. A rental car for this travel is not authorized. I've schedule an arrival social at the Day's Inn on Sunday evening. Pre in-processing will begin at 1500 - 1700 on 27 July to prepare for your 28 July in-processing. A copy of your orders and any amendments are required on 27 July. The social will begin at approximately 1700 following pre-inprocessing. In-processing will take a full day and is scheduled for Monday, 28 July. A schedule of individual appointment times for in-processing will be developed and provided during your pre-inprocessing on Sunday, 27 Jul. For

in-processing on 28 July, please hand carry your APFT score card, personnel and finance records, plus extra and legible copies of PCS, TDY, and all amendments to orders.

Upon receipt of your PCS orders to the fellowship, you must contact Ms. Cynthia Coffee, telephone# 717-245-4685 or at Cynthia.Coffee@carlisle.army.mil. Additionally, RA officers will coordinate TDY travel to Carlisle Barracks and the Pentagon with Ms. Coffee. RC (USAR & ARNG) officers must coordinate TDY travel w/their orders issuing authority.

Lodging at the two orientation sites is arranged. However, to secure a room at each location, we request that you:

a. Telephone the Days Inn-Carlisle at 717-258-4147 **NLT 30 May** to confirm your reservation as an arriving SSC Fellow and member of the USAWC Senior Service College Fellowship. Because this is a block reservation, you cannot confirm toll-free, but you can claim the confirmation call on your PCS travel voucher. Checkout will be in the a.m. of 30 July, and your VISA charge will be \$58.50 per night for both a single or double. The Carlisle Days Inn is located at 101 Alexander Spring Road, Carlisle, Pennsylvania (Exit 12, I-81). A courtesy shuttle will be available at the Days Inn each morning for scheduled trips to and from Carlisle Barracks. However, car-pooling is recommended.

b. Telephone the Double Tree Inn-Arlington at **1-800-222-TREE NLT 30 May** to reserve a room in your name as an arriving SSC Fellow and member of the USAWC Senior Service College Fellowship group. A block of rooms is available for 31 July and 1 August and will only be open for your confirmed reservation through 30 May. Checkout will be in the morning of 1 August, and your VISA charge will be \$150.00 per night. Although the Pentagon is within walking distance of the hotel, a complimentary shuttle service will be available. The Double Tree Inn is located at 300 Army/Navy Drive, Arlington, Virginia.

Arrangements for group travel to the Pentagon will be finalized after your arrival in Carlisle. Although Carlisle Barracks will have shuttle transportation available. Car-pooling from Carlisle Barracks to Washington, DC is preferred.

If you are planning a self-drive to Carlisle, please consider driving one or more of your classmates to the Pentagon Orientation in Washington, DC. Departure from Carlisle Barracks is tentatively scheduled at 1600, 30 July 2003. A rental car for this travel is not authorized.

c. At the close of the Pentagon Orientation Program, you will be released for travel to the assigned fellowship location or the destination specified in individual travel orders. Early release from the Pentagon must be approved in advance by Ms. Holly Guzowski, ODCS G-3, at 703-693-1048.

The following enclosures are provided in your welcome packet, to be mailed o/a 3 March 2003:

a. Administrative Packet: Provided by HRD, and requires immediate attention. It contains information and instructions for on-line and return mail in-processing & must be returned to HRD **NLT 30 May**. In an effort to maximize technology and provide the best possible human resource (HR) support, HRD uses web-based HR support as part of pre-arrival in-processing. A Log-in and Password is provided which will allow you to complete **online** your Biographical Sketch and Name Tag Applications. Also provided is a username and password for you to complete a Hometown News Release online. Contents of the administrative packet are:

Administrative & On-Line Instructions
Sample Biographical Photo
Sample Biographical Sketch

If you have questions concerning this packet, you may contact CW3 Landy Flowers or SFC Denise Whittaker, telephone 717-245-3615/4163 or email AWCC.CHR@carlisle.army.mil.

b. Security Packet: Provided by the USAWC Security Office and is very important. It contains instructions and a request for information to be submitted to the Security Office **NLT 30 May**. Please read, comply, and establish early contact with Ms. Cindy Arnold at telephone 717-245-4440 or at email Cindy.Arnold@carlisle.army.mil. By so doing, you will ensure validation of your security clearance in advance of arrival in Carlisle, as well as inclusion of your name in the USAWC database for future clearance verification requirements. In addition, if you are currently serving in a SCI position, your SSO must contact the Carlisle Barracks SSO at 717-245-3551 to transfer your status.

c. Writing Packet: Provided by the USAWC Director of Communicative Arts. The Communicates Arts Program provides all students with writing and language diagnostics to help them determine their individual writing strengths and weaknesses. The packet contains a diagnostic exercise in language usage, a writing exercise, and a self-assessment with instructions to

complete and return the entire packet to the Communicative Arts Office **NLT 30 May**. These assessments are designed to help you evaluate your writing abilities so that you can seek any assistance you may need throughout the year, especially with your final research writing requirement. Please contact Professor Pond with any questions about the assessments by telephone at 717-245-3358/3082 or email at Patricia.Pond@carlisle.army.mil. In addition, The USAWC requires its SSC Fellows to conduct individual research and to produce two written products. Please arrive with a research topic in mind. A list of USAWC faculty mentors is available on the HRD website along with their subject expertise to facilitate the connection of your research. http://www.carlisle.army.mil/usawc/hrd/inprocessing_seniorsevice.html I recommended that you contact a mentor now and schedule an appointment with him between 1430-1600 on 28 July.

d. Wellness Assessment: Provided by the Army Physical Fitness Research Institute (APFRI) who will conduct 25 voluntary wellness assessments by appointment during in-processing. Time constraints limit this opportunity to the first 25 SSC fellows who volunteer. If interested, you must complete a blood test analysis in advance of arrival in Carlisle. For additional instructions and information concerning wellness testing, see the enclosed memorandum, AWCC-DPF, 29 January 03.

A program directive and procedural handbook will be distributed and briefed during the Carlisle Orientation. In concert, these two publications provide almost everything you need to know about your individual academic responsibilities and the procedures in place for obtaining support and assistance from the USAWC Program Office and the HRD. In addition, relevant briefings and handouts will be provided during Orientation and will explain other available services and sources of care for yourself and your family during the fellowship year.

You should arrive fully prepared to comply with Class A, B, and PT uniform requirements and with civilian attire for informal options--no cutoffs, shorts, or jeans. The Class B military uniform is standard wear for orientation and in-processing. The Class A uniform is required for official photographs and could be designated for a DC social. If informal attire is requested by the Pentagon, gentlemen should wear a coat and tie and ladies, a business suit or dress. If casual attire is requested, gentlemen should wear a coat, but no tie, and ladies, a dress, skirt, or appropriate slacks and blouse. For reasons beyond our control, the clothing require-

ments for DC socials are not announced in advance by the Pentagon.

Please feel free to contact any of the following for more information:

COL Kevin T. Connelly, USAWC Program Director
Directorate of Academic Affairs (DAA)
Kevin.Connelly@carlisle.army.mil
Telephone: 717-245-3907

POC Alt: Ms. Elaine Palmer, Program Assistant
Elaine.Palmer@carlisle.army.mil
Telephone: 717-245-3044

CW3 Landy C. Flowers, Personnel Officer
(for/Student Military-Related Support)
AWCC-CHR@carlisle.army.mil
Telephone: 717-245-3615 (DSN 242)
FAX: 717-245-3002

Mr. Terence P. Henry, Director MPD HRD
Directorate of Military Personnel
Carlisle Barracks
(for/PCS, TDY, Amendments, Early Reporting)
Terence.Henry@carlisle.army.mil
Telephone: 717-245-3889
FAX: 717-245-3988

Prof Patricia Pond, USAWC Comm Arts Director
Directorate of Academic Affairs (DAA)
Patricia.Pond@carlisle.army.mil
Telephone: 717-245-3358

POC Alt: Ms. Lisa Bsales, Assistant
Lisa.Bsales@carlisle.army.mil
Telephone: 717-245-3044

Mrs. Cindy W. Arnold, USAWC
Security Office (Clearance Validation)
Cindy.Arnold@carlisle.army.mil
Telephone: 717-245-4440

We all hope that you will find this to be an informative mailing and that many of your questions will be answered by its contents. Also included in it are the best wishes of all who will support you during the fellowship year. A second informational mailing from me may be expected prior to commencing travel for Carlisle and Carlisle Barracks.

Thank you for giving this mailing and our requests for compliance your attention and action by **30 May 2003**.

Sincerely,

Enclosures

KEVIN T. CONNELLY
Colonel, IN
Director, Senior Service
College Fellowship Program